

September 23, 2005

California State Emergency Plan (SEP) – Checklist Review
Based on Checklist for a NIMS-Compliant EOP from the Template for NIMS Implementation Plan

Plan Element	Checklist Complete	Adoption Date	EOP Page or Section	Comment (Examples list how checklist item may be met)
Defines the scope of preparedness and incident management activities necessary for the jurisdiction.	✓	May 1998	P 3	Plan applies to all elements of the CA Emergency Management Organization
Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support.	✓	May 1998	P 7 P 16 P 37 Pp 38-50 P 83	Emergency organization structure Roles and responsibilities Mutual Aid General response protocol actions SEMS Approved Course of Instruction (ACI), SEMS Guidelines
Facilitates response and short-term recovery activities.	✓	May 1998	P 53	Response and recovery operations
Is flexible enough to use in all emergencies.	✓	May 1998	P 2	SEMS is used for all emergencies in California
Describes the EOP purpose.	✓	May 1998	P 2	See "PURPOSE"
Describes the EOP situation and assumptions.	✓	May 1998	P 3	See "ASSUMPTIONS"
Describes the EOP concept of operations.	✓	May 1998	P 4	See "Concept of Operations"
Describes the EOP organization and assignment of responsibilities.	✓	May 1998	P 6 P 16	See "The California Emergency Organization" and See "2. The designation of responsibilities... "
Describes the administration and logistics of the EOP.	✓	May 1998	P 79	Legal references incorporated by reference. See E.O. W-9-91 Emergency Services Act.
Describes EOP development and maintenance.	✓	May 1998	P 27	"Plan Development and Maintenance" describes the legal and practical planning process.
Describes the EOP authorities and references.	✓	May 1998	P 27	"Authorities and References" lists the primary documents.
Contains functional annexes.	✓	May 1998	P 54	Describes response and recovery SEMS functional activities as identified in regulation. There are functional supporting plans identified in Part Three, p 82.
Contains hazard-specific appendices.	✓	May 1998	P 30	Lists plans and procedures cross-referenced to specific hazards. The plan is an all-hazards plan. There are contingency based support plans identified on page 82.
Contains a glossary	✓	May 1998	P 85	See "Part Four Glossary"
Pre-designates jurisdictional and/or functional area representatives to the Incident Commander (IC) or Unified Command (UC) whenever possible.	✓	May 1998	NA	Under California Law local authorities remain in charge of incidents. The SEP identifies the lead and support state agency for functional areas.
Includes pre-incident and post-incident public awareness, education, and communications plans and protocols.	✓	May 1998	P 55 P 65	Describes public information in response Describes public information in recovery

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NOTE: This checklist was adapted from the National Incident Management System Implementation Plan Template that is based on the National Incident Management System Capability Assessment Support Tool (NIMCAST), which in turn is based on the U.S. Department of Homeland Security Document "National Incident Management System," March 1, 2004. The items listed are taken directly from the NIMCAST items listed as supporting assessment III-B-2-a-1 regarding EOP's.

The source document may be accessed through FEMA NIMS compliance website at: http://www.fema.gov/nims/nims_compliance